

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON  
WEDNESDAY, JULY 8, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON  
THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES**
  - a. Regular Minutes of June 24, 2009
  - b. Suspension Hearing 29-S-78 Minutes of May 27 and June 17, 2009
  - c. Dismissal Hearing 25-D-78 Minutes of June 24, 2009
2. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Kimarie Vestre, Events Coordinator, Parks, Recreation and Marine  
Staff report prepared by Caprice McDonald, Personnel Analyst
3. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Gwendolyn Castro and Claudia Escobedo, Assistant Administrative Analysts, Harbor  
Staff report prepared by Caprice McDonald, Personnel Analyst
4. **EXAMINATION RESULTS**  
Animal Health Technician (Amended Test #4)  
Civil Engineering Assistant  
School Guard  
Senior Project Manager – Water
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Airport Operations Specialist  
Building Maintenance Engineer  
Civil Engineer (1/14/09)  
Public Health Professional  
Systems Technician (1/14/08, 1/28/09)
6. **RETIREMENTS**  
Randall Norton/Gas Field Service Representative/Gas & Oil (19 yrs., 1 mo.)  
Patricia Hameta/Special Services Officer/Police (31 yrs., 8 mos.)  
John Davies/Police Sergeant/Police (26 yrs., 9 mos.)  
Ronald Stines/Refuse Operator/Public Works (24 yrs., 9 mos.)  
Gary Wantz/Airport Operations Assistant/Airport (34 yrs., 25 days)  
Greg Bess/Senior Combination Building Inspector/Community Development (21 yrs., 8 days)  
Michael St. Jean/Public Health Professional/Health (14 yrs., 5 mos.)
7. **DISABILITY RETIREMENT** – William Arthur/Police Lieutenant/Police (26 yrs., 11 mos.)
8. **RESIGNATION** – Alan Tran/Garage Service Attendant/Public Works (7 yrs., 4 mos.)

9. **MANAGERS' REPORT**

10. **NEW BUSINESS**

11. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**NO HEARING**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
JUNE 24, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 24, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of June 10, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 17, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENTS:** **KAMERON BELIZAIRE, ANDREAN BROWN, KAREN  
GEIB, KEVIN KETCHUM, JAY LOPEZ, AND ANTHONY  
O'DELL, RECREATION ASSISTANTS**

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Kameron Belizaire, Andrean Brown, Karen Geib, Kevin Ketchum, Jay Lopez and Anthony O'Dell, Recreation Assistants for 75 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request to extend the provisional appointments for Kameron Belizaire, Andrean Brown,

Karen Geib, Kevin Ketchum, Jay Lopez and Anthony O' Dell be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENT:**

**JOSE RODRIGUEZ, GARAGE SERVICE ATTENDANT**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Jose Rodriguez, Garage Service Attendant for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointment for Jose Rodriguez be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR ORDER OF  
LAYOFF:**

The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. Commissioner Saafir addressed concerns regarding the request to reduce from full-time to part-time the Public Health Professional (Selective Certification-Role of Men Program Supervisor) classification. He requested in the order of layoff staff address how this process was conducted in the past. Roberto Uranga, Personnel Services Officer, Health and Human Services, stated that the request to reduce to part-time is based on grant funding and budget consideration. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to refer the Order of Layoff to staff to prepare the Order of Layoff to include background information regarding the job announcement for the Public Health Professional (Selective Certification-Role of Men Program Supervisor) and documented evidence where approval from full-time to part-time has been handled in the past. The motion carried by a unanimous roll call vote.

**DISCUSSION ON SELECTION  
PROCESS ON NON-CAREER  
EMPLOYEES:**

It was moved by Commissioner Saafir and seconded by Commissioner Karatsu and carried that this item be removed from the agenda. The motion carried by a unanimous roll call vote.

**BULLETIN:**

**GARAGE SERVICE ATTENDANT**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Environmental Specialist Associate – 15 Applied,  
5 Qualified

Public Health Nutritionist – 1 Applied, 1 Qualified

Special Services Officer – 13 Applied, 13 Qualified

Water Treatment Operator – 15 Applied, 4 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Accountant, to be extended for three months, and Senior Equipment Operator-Backhoe, to be extended for five months. The motion carried by a unanimous roll call vote.

Accountant (07/09/08, 06/04/08) - (**3 months**)

Animal Control Officer

Civil Engineering Assistant (07/09/08, 07/16/08, 07/30/08)

Senior Combination Building Inspector

Senior Equipment Operator – Backhoe (**5 months**)

Systems Support Specialist (01/07/09, 01/14/09)

Water Treatment Operator

**RETIREMENT:**

**EVANNA VALLIER/SPECIAL SERVICES OFFICER/  
II/PUBLIC WORKS**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**TRANSFER:**

**WILLIE BROOKS/SPECIAL SERVICES OFFICER**  
**II/PUBLIC WORKS TO SPECIAL SERVICES OFFICER II**  
**POLICE**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, stated that she completed the Civil Service Department's Budget Chapter for the Budget Book, and that the Civil Service Department Budget would be forwarded to the Mayor on July 1, 2009.

Melinda George, Deputy Director, stated that staff is going through basic Neo-Gov training, as the department is moving toward more online notification of examinations.

The Secretary thanked Ms. Dzodin for the excellent job she did preparing the department's budget.

**NEW BUSINESS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to direct staff to study on how non-career employees are hired and report back to the Commission in 90 days. The motion carried by a unanimous roll call vote.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

1 **DATE:** July 8, 2009

2 **TO:** Civil Service Commission

3 **FROM:** CM Caprice McDonald, Personnel Analyst

4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – EVENTS**  
5 **COORDINATOR – KIMARIE VESTRE**

6 On December 3, 2008, the Civil Service Commission approved the provisional  
7 appointment of Kimarie Vestre to the classification of Events Coordinator. The  
8 provisional appointment term will expire on July 13, 2009, and staff is requesting a  
9 150-business day extension of the provisional appointment.

10 Staff is currently conducting the examination for Events Coordinator. The extension is  
11 requested to continue the provisional appointment until the examination can be  
12 completed and the position is filled permanently from the eligible list. Staff anticipates  
13 that an eligible list will be established on July 29, 2009.

14  
15 It is therefore recommended that the Commission approve the extension of this  
16 provisional appointment, pursuant to Section 49 of the Civil Service Rules and  
17 Regulations. This will allow sufficient time for the eligible list to be established,  
18 candidates interviewed and selected for a permanent position.

19  
20 Staff has informed the Parks, Recreation and Marine Department that this request is  
21 on today's agenda and they are in agreement with this request.

22  
23 CM SR070809 EVENTSCOORD EXT  
24  
25

1 **DATE:** July 8, 2009

2 **TO:** Civil Service Commission

3 **FROM:** CM Caprice McDonald, Personnel Analyst

4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENTS – ASSISTANT**  
5 **ADMINISTRATIVE ANALYSTS – GWENDOLYN CASTRO AND**  
6 **CLAUDIA ESCOBEDO**

7 On October 22, 2008 and December 10, 2008, the Civil Service Commission approved  
8 the provisional appointment of Gwendolyn Castro and Claudia Escobedo, respectively  
9 to the classification of Assistant Administrative Analyst. The provisional appointment  
10 terms will expire on July 14, 2009 and August 13, 2009. Staff is requesting a 150-  
11 business day extension of these provisional appointments.

12 It is anticipated that the Assistant Administrative Analyst (AAA) examination will be  
13 opening within the next few weeks. The extensions are requested to continue the  
14 provisional appointments until the examination can be completed and the positions are  
15 filled permanently from the eligible list. This classification was affected by the recent  
16 lay-offs requiring the placement of an impacted AAA and subsequently delayed the  
17 examination process.

18  
19 It is therefore recommended that the Commission approve the extension of these  
20 provisional appointments, pursuant to Section 49 of the Civil Service Rules and  
21 Regulations. This will allow sufficient time for the eligible list to be established,  
22 candidates interviewed and selected for a permanent position.

23  
24 Staff has informed the Harbor Department that this request is on today's agenda and  
25 they are in agreement with this request.

CM SR070809 AAA PROV-EXT